Process for Managing Assistants

As the FacTS Coordinator for your organization, you have the ability to assign passwords to "assistants" who will be helping you load data. If you are using assistants, you will need to grant them rights to the appropriate applications. The system will automatically generate a temporary password for them. Once assistants are established, you will also have the ability to edit and delete their records or access rights.

- To "Manage Your Assistants", go to the FacTS System Website (http://factssystem.navfac.navy.mil/), mouse over the Coordinator's Corner heading, and then click on the "Manage Assistants" link. (NOTE: you will need to enter your FacTS application password to access this site.)
- Once you are in the manage assistants site, you will have the following choices: **Add** a new assistant, **Delete** an existing assistant, or **Edit** information/access rights for an existing assistant. The system will prompt you through these actions. You will need the following data to establish a new assistant:
    - Assistant's Name
    - Assistant's Phone Number
    - Assistant's Email Address
    - Assistant's Access Rights
- Once you have taken action to establish, edit, or delete assistants, the system will automatically generate an email to the assistant providing them with information about their password, access rights, and other pertinent information.

Note: You do not have rights to edit/add/delete access rights for FacTS Coordinators at other activities.